## CONTENTS

### BUILDINGS AND SITES
#### SECTION 900

<table>
<thead>
<tr>
<th>SERIES TITLE</th>
<th>SERIES NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Guiding Principles</td>
<td>900</td>
</tr>
<tr>
<td>Building and Grounds Maintenance and Development</td>
<td>902</td>
</tr>
<tr>
<td>Building Safety</td>
<td>904</td>
</tr>
<tr>
<td>Rental/Use of School District Facilities</td>
<td>910</td>
</tr>
<tr>
<td>Acquisition and Sale of Personal Property</td>
<td>920</td>
</tr>
<tr>
<td>Acquisition and Sale of Real Property</td>
<td>922</td>
</tr>
<tr>
<td>Contracts for Recreational Facilities</td>
<td>930</td>
</tr>
<tr>
<td>Use of Contract Services</td>
<td>932</td>
</tr>
<tr>
<td>Trespass on School District Properties</td>
<td>934</td>
</tr>
<tr>
<td>Security Imaging System</td>
<td>936</td>
</tr>
<tr>
<td>Prohibition Against Smoking</td>
<td>950</td>
</tr>
<tr>
<td>Employee Use of School District Equipment</td>
<td>960</td>
</tr>
</tbody>
</table>
The primary purpose of the school building program is to provide the means of achieving the educational objective of Kamiah Joint School District No. 304.

The board has full and final responsibility for selection of sites, employment of personnel, contracting for services, approval of plans, authorization and acceptance of bids, payment for work performed on contractual agreements, and final acceptance or rejection of work done. All actions to carry out the board’s responsibility will be taken only by official resolution based upon formal recommendation of its staff at legal board meetings.

The superintendent is responsible for organizing and coordinating the efforts of the various individuals and groups to best achieve the established educational objectives in the building program and for making resultant recommendations to the board of education.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED:
7-19-99
The Kamiah Joint School District No. 304 building and grounds supervisor will annually prepare recommendations for building and grounds maintenance and improvements. The recommendations will be prioritized, supported by cost estimates, and submitted to the board by the superintendent for consideration in preparing the district’s budget.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED:
7-19-99
It is the policy of Kamiah Joint School District No. 304 to provide safe and clean buildings, facilities and grounds for personnel, students, and visitors, including compliance with handicapped accessibility codes.

The construction of any new buildings, or remodeling of existing buildings, will be inspected and approved by the local building inspector as complying with all local and state building codes.

All buildings owned by the school district will be inspected annually by the local fire department, and the State of Idaho, Division of Building Safety, Industrial Safety Section. Any corrective action taken or determination to delay corrective action will be documented by the Superintendent.

The janitorial staff will survey the school buildings, facilities and grounds at reasonable intervals to determine whether or not a safety concern exists. A log will be kept of the inspections. All minor safety concerns will be prioritized and corrected, as determined necessary to protect students, personnel and visitors from unsafe conditions. Any corrective action taken on minor safety concerns, or any determination to delay corrective action will be documented by the janitorial staff. Major safety concerns will be reported to the maintenance supervisor. The corrective action taken, or determination to delay corrective action, will be documented by the maintenance supervisor at the district office.

Personnel, students and visitors who believe that a building, facility or grounds, or use thereof, is unsafe are encouraged to report such concerns to the building principal’s office. Such reports will be investigated within a reasonable time and corrected as determined to be necessary to protect students, personnel and visitors from unsafe conditions.

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LEGAL REFERENCE:
Idaho Code Section 33-1612
IDAPA 08.02.03.600

ADOPTED:
7-19-99

SECTION 900: BUILDINGS AND SITES © 1997 Elaine Eberharter-Maki
97886-Dv/12/86-M921/96-SC30/0
Kamiah Joint School District No. 304 permits public rental or use of district facilities and equipment for meetings and other activities which are intended to promote the public welfare of the community.

The rental or use of the district’s facilities or equipment which, in any way, interferes with the operations, programs or activities of this district, is prohibited. If required for district purposes, the district reserves the right to deny, withdraw or rescind permission to rent or use the facilities or equipment at any time.

**General Requirements**

1. The superintendent or designee is authorized to accept or reject any or all applications for rental or use of district facilities and equipment, following consultation with the individual(s) responsible for the facilities/equipment requested. The organization or individual requesting rental or use of facilities or equipment may appeal the superintendent’s or designee’s decision to the board at a regular meeting.

   The superintendent will waive rental or use fees for nonprofit activities when the facilities are used for school, community, or other governmental organizations, including, but not limited to parent committees, PTA, and scouts. Additionally, the rental or use fee may be waived when no admission fees are charged or the admission fees are used exclusively for a charitable purpose.

2. District facilities or equipment will not be rented to any profit-making organization or individual for private or commercial use not directly associated with the schools.

3. The organization or individual renting or using district facilities and equipment must follow all policies, rules, and regulations of the board regarding the use of district facilities or equipment and the conduct of persons in or on district property or facilities.

4. District facilities or equipment will not be loaned to an individual or organization unless such a loan is part of an agreement for rental or use of district facilities. District equipment will not be rented or loaned to organizations or individuals in competition with local businesses. Nothing in this policy will prevent the school district from loaning equipment to other taxing units or other agencies in emergency situations.

5. The district reserves the right to revoke permission to use district facilities or equipment if it determines that there is no responsible supervision or the property is being improperly used. Such revocation may be immediate and does not release the individual or organization from its obligations under the rental/use agreement.

6. The board assumes no responsibility for properties left on the premises by the applicant.
7. The board and/or its representatives will have free access to all district facilities at all times.

8. The approved applicant must agree to:
   a. Save and hold harmless the district;
   b. Assume full responsibility for all liabilities arising incident to occupancy or use;
   c. Repair or replace any damage to district property incurred as a result of the use or rental of the district facilities or equipment; and
   d. Pay the district a reasonable fee for the costs incurred to have appropriate district personnel present before, during and after the event. District personnel must be scheduled and present anytime school facilities are utilized.

Special Requirements and Restrictions on Use

1. In addition to the rental or use fee, additional charges may include, but are not limited to, a cleaning deposit, a damage deposit, and reimbursement of wages paid to district employees for supervisory, custodial, and/or other services. The superintendent or designee will determine what additional costs, if any, will be charged.

2. The following activities will not be allowed on district property:
   a. Consuming or using tobacco, alcohol or drugs;
   b. Engaging in games of chance or any activities that suggest gambling or games of chance; or
   c. Teaching or promoting activities intended to disrupt or damage the district.
   d. Public dances.

3. Any set-up, including but not limited to, seating arrangements, decorations, etc., must be approved by the district, and if necessary, by the fire marshall. Removal and clean-up of the facilities must be completed within 24 hours of the conclusion of the meeting or activity and/or before classes resume.

4. The selling or consuming of food or drink in auditoriums, gymnasiums or other sitting areas must be approved by the superintendent or designee. Cafeteria kitchen may be used only on the condition that authorized district personnel are present for supervision purposes.

5. The use of any special equipment must be identified in the application. If deemed necessary, the district may require that its personnel operate such equipment.
6. The applicant may be required to provide supervision and police security, as determined by the superintendent or designee.

7. Organizations using the district facilities for recreational profit (i.e., community basketball tournament) must allow the school sponsored organizations to sell concessions. Nonschool organizations may sell programs or other mementos, upon receiving prior approval from the district.

8. The applicant must submit the School Facilities Use application, sign the waiver of liability, provide proof of insurance and compliance with any other preconditions, and submit a deposit, if required, at least ten (10) days prior to the anticipated use.

**FEE SCHEDULE**

The rental fee for meetings and activities for which no admission is charged, is as follows:

<table>
<thead>
<tr>
<th>Rates</th>
<th>Minimum Fee Per 2 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>$5.00</td>
</tr>
<tr>
<td>Classroom Labs (Shop, Science, Computer, etc.)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Multi-purpose Room w/o Kitchen Privileges</td>
<td>$10.00</td>
</tr>
<tr>
<td>Multi-purpose Room w/Kitchen Privileges</td>
<td>$12.00</td>
</tr>
<tr>
<td>Middle School Gymnasium</td>
<td>$20.00</td>
</tr>
<tr>
<td>High School Gymnasium w/Showers</td>
<td>$20.00</td>
</tr>
<tr>
<td>High School Wrestling Room</td>
<td>$7.00</td>
</tr>
<tr>
<td>Playing Fields</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

The rental fee for meetings and activities for which admission is charged, or profit-making functions are conducted, is as follows:

<table>
<thead>
<tr>
<th>Rates</th>
<th>Minimum Fee Per 2 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>$15.00</td>
</tr>
<tr>
<td>Classroom Labs (Shop, Science, Computer, etc.)</td>
<td>$60.00</td>
</tr>
<tr>
<td>Multi-purpose Room w/o Kitchen Privileges</td>
<td>$30.00</td>
</tr>
<tr>
<td>Multi-purpose Room w/Kitchen Privileges</td>
<td>$36.00</td>
</tr>
<tr>
<td>Middle School Gymnasium</td>
<td>$60.00</td>
</tr>
<tr>
<td>High School Gymnasium w/Showers</td>
<td>$60.00</td>
</tr>
<tr>
<td>High School Wrestling Room</td>
<td>$21.00</td>
</tr>
<tr>
<td>Playing Fields</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

Supervisory or custodial fees will be charged for a minimum of one (1) hour, at a rate of $20.00 per hour.
LEGAL REFERENCE:
Idaho Code Section 33-601(7)

ADOPTED:
7-19-99
SALE OF PERSONAL PROPERTY

The board, by deed, bill of sale, or other appropriate instrument, may convey all of the estate and interest of the district in any personal property. All personal property of the district must be sold for cash and title to such property will transfer to the purchaser simultaneous with payment.

The board will determine the estimated value of personal property through normal business practices, including, but not limited to, the use of an appraisal, if required, reference to valuation tables such as the NAPA blue book, or any other reasonable means.

PROPERTY VALUED AT LESS THAN $1,000

The board may sell personal property, with an estimated value of less than one thousand dollars ($1,000), without appraisal, by sealed bid or at public auction, provided that there has been a minimum of one (1) published advertisement prior to the sale of said property. If the estimated value of the property is less than five hundred dollars ($500), as determined by the board, the property may be disposed of in the most cost-effective and expedient manner by the superintendent or designee; provided, however, the employee notified the board prior to disposal of the property.

PROPERTY VALUED AT $1,000 OR MORE

The sale of personal property, with an estimated value of one thousand dollars ($1,000) or greater, will be appraised and sold at public auction or by sealed bids, at the discretion of the board, to the highest bidder. Notice of the sale, and conditions thereof, must be published twice, in accordance with Idaho Code Section 33-402(g) and (h).

The board may accept the highest bid, may reject any bid, or reject all bids. If the property was donated to the district the board may, within a period of one (1) year from the time of the appraisal, sell the property without additional advertising or bidding. Otherwise, the board must obtain new appraisals and again publish notice for bids, as before. If, thereafter, no satisfactory bid is made and received, the board may proceed under its own direction to sell and convey the property. In no case will any real property of the district be sold for less than its appraisal.

EXCHANGE OF PERSONAL PROPERTY

The board may exchange the district’s personal property for other property. Prior to any transfer or conveyance, the value of the personal property will be established by an appraisal conducted by a State of Idaho certified appraiser. The board will retain the appraiser and will document the appraisal results in the board’s records.

The board may, by a vote of one-half (1/2) plus one (1) of the members of the full board, by resolution duly adopted, authorize the transfer or conveyance of any personal property owned by
the district to the government of the United States, State of Idaho, or any city, county, hospital
district, other school district, library district, community college district, or recreational district,
with or without any consideration accruing to the district, when in the judgment of the board it is
in the interest of the district that said transfer or conveyance be made.

The board will follow the procedures set forth in the Purchasing policy set forth in SECTION
800: BUSINESS PROCEDURES of the manual when acquiring, purchasing, or repairing any
equipment or other personal property necessary for the operation of the district.

† † † † † † †

LEGAL REFERENCE:
Idaho Code Sections
33-601(4)
33-402(g) and (h)

ADOPTED: April 2007

REVIEWED:

REVISED:
Kamiah Joint School District No. 304 Board of Trustees may designate and purchase any real property necessary for school purposes or in the operation of the district, or remove any building, or dispose of any real property. The board will determine the size of the site necessary for school purposes. All preliminary discussions concerning site acquisitions will be conducted in executive sessions of the board.

The site will be located within the incorporated limits of any city within the district; provided, however, that if this board finds that it is not in the best interests of the electors and students of the district to locate the site within the incorporated limits of a city, the board, by duly adopted resolution setting forth the reasons for its findings, may designate a site located elsewhere within the district.

The board, by deed, bill of sale, or other appropriate instrument, may convey all of the estate and interest of the district in any property, real or personal. Prior to such sale or conveyance, the property will be appraised by three (3) disinterested residents of the district, and the appraisal value determined by the three (3) individuals will be entered into the records of the board.

The property may be sold at public auction or by sealed bids, as the board determines, to the highest bidder. The property may be sold for cash or for such terms and conditions as the board will determine for a period not exceeding ten (10) years, with the annual rate of interest on all deferred payments not less than seven percent (7%) per annum.

The title to all property sold on contract will be retained in the name of this district until full payment has been made by the purchaser, and title to all property sold under a note and mortgage or deed of trust will be transferred to the purchaser at the point of sale under the terms and conditions of the mortgage or deed of trust as this board will determine.

Notice of the time and the conditions of such sale will be published twice, and proof thereof made, in accordance with Idaho Code Section 33-402(g) and (h). However, when the appraised value of the property is less than five hundred dollars ($500), one (1) single notice by publication will be sufficient and the property will be sold by sealed bids.

The board may accept the highest bid, may reject any bid, or reject all bids. If the real property was donated to the school district the board may, within a period of one (1) year from the time of the appraisal, sell the property without additional advertising or bidding. Otherwise, the board must have new appraisals made and again publish notice for bids, as before. If, thereafter, no satisfactory bid is made and received, the board may proceed under its own direction to sell and convey the property. In no case will any real property of the school district be sold for less than its appraisal.

Real property may be exchanged for other property if the consideration received by the district will be deemed adequate by the board. Furthermore, the board, by a vote of one-half (½) plus one
(1) of the members of the full board, by resolution duly adopted, authorize the transfer or conveyance of any real property owned by the district to the government of the United States, any city, county, the state of Idaho, any hospital district, any other school district, any library district, any community college district, or any recreational district, with or without any consideration accruing to the district, when in the judgment of the board it is for the interest of the school district that said transfer or conveyance be made.

The board may also convey rights-of-way and easements for highway, public utility, and other purposes over, upon or across any school property and, when necessary to the use of such property for any such purpose, may authorize the removal of school buildings to such new location, or locations, and such removal will be made at no cost or expense to the school district.

The board may also exercise the right of eminent domain for any of the uses and purposes provided in Section 7-701, Idaho Code.

**LEGAL REFERENCE:**
Idaho Code Sections
7-701 et seq.
33-402(g) and (h)
33-601(3) and (4)

**ADOPTED:**
7-19-99
Kamiah Joint School District No. 304 may enter into contracts with any city located within the boundaries of the school district for the joint purchase, construction, development, maintenance and equipping of playgrounds, ball parks, swimming pools, and other recreational facilities upon property owned either by the school district or the city.

LEGAL REFERENCE:
Idaho Code Section 33-601(5)

ADOPTED:
7-19-99
When determined to be advantageous by the Kamiah Joint School District No. 304 Board of Trustees, and upon recommendation of the superintendent and the building and grounds supervisor, the district may enter into maintenance or service contracts covering such areas as heat control systems, computer systems, office machines, etc.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED:
7-19-99
The buildings and grounds owned by Kamiah Joint School District No. 304 are to be used only for educational purposes or other public purposes as approved by the board or its authorized representatives.

Any person who comes onto district property and who disrupts the educational processes, or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the students, or who loiters may be removed. Such persons will be prosecuted to the full extent of the law.

All school visitors must report immediately to the school’s administrative office prior to preceding to any classroom or activity.

Unauthorized persons will not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent unauthorized persons from entering district grounds or buildings.

LEGAL REFERENCE:
Idaho Code Section 33-512(11)

ADOPTED:
7-19-99
The Board holds the safety of every student, employee, and visitor as its highest priority. Additionally, the Board is responsible for the protection of property on District property. As such, the Board authorizes the Superintendent or designee to implement the use of security imaging systems on District property in response to clearly defined safety and security needs or upon reasonable suspicion of Board policy violations and/or criminal activity and in accordance with this policy.

The Board requires that:

- the security imaging system provides an additional tool to school personnel for safety, security or investigations of Board policy violations and/or criminal activity;
- the security analysis and needs assessment provide evidence of need prior to the purchase of a security imaging system;
- cameras are only installed in public areas, not in areas with a reasonable expectation of privacy;
- any security imaging equipment must be capable of receiving or recording audio data;
- signs are posted on District property alerting the reader of the use of the security imaging system;
- notice of the use of the security imaging system is in the student handbooks and appropriate employee and community correspondence;
- individuals requesting to view or copy image data must follow the District’s policies and procedures; the Family Educational Rights and Privacy Act (FERPA), as well as any other applicable laws;
- the review of security imaging data is limited to those who have a legitimate educational, safety or security interest;
- image data will not be used for staff performance evaluations; and
- image data may be used for investigations of Board policy violations and/or investigations of criminal activity by the appropriate law enforcement agency.

**DEFINITION:**

**Camera:** a device used to capture images

**Security Imaging System:** any combination of components integrated into a cohesive shoe, designed and installed with the intention of capturing, transmitting, recording and viewing images relating to security, safety investigations of Board policy violations and/or criminal activity.
Administrative Procedures

Security Imagine System Procedures

1. Use Procedures
   - The Area Director, Facilities Administrator, and Safety and/or Security Specialist will perform a security analysis and needs assessment of the site before purchasing a security imaging system. The assessment will include: identification of safety and security need, location of the camera(s), monitoring responsibilities, staff training, confidentiality and privacy issues, review and use of security imaging data, retention timelines and patron notification. The Area Director, Facility Administrator, and Safety and/or Security Specialist will also review these procedures for compliance.
   - System monitoring will be the responsibility of an on-site security and/or administrative personnel. The designated monitors will be trained in the complete operation of the system. Designated monitors will be trained by the installer on the technical aspects of operation and by the Safety and/or Security Specialist on the procedural and administrative aspects of operation.
   - The installation of security imaging systems will not serve as a replacement of existing safety, security or investigative measures.
   - Image data pertaining to disciplinary actions should be retained as part of the student’s disciplinary record.

2. Purchase and Installation Procedures
   - Equipment will only be purchased from approved vendors in accordance with District Purchasing procedures.
   - An experienced contractor will install security imaging systems in accordance to bid specifications with the approval of the Area Director, Facility Administrator and the Safety and/or Security Specialist.
   - Modifications to the existing security imaging systems must be approved by the Area Directors, Facility Administrator, and the Safety and/or Security Specialist.
   - The Superintendent or designee may require the Facility Administrator to appropriate funding for the purchase and installation of the security imaging equipment.

3. Legal Procedures
   - Imaging systems will be used only for safety, security, or investigations of Board policy violations and/or criminal activity.
   - Cameras will be installed only in public areas. Cameras may not be installed in areas with a reasonable expectation of privacy, for example locker rooms, nurse’s offices, changing areas, shower facilities and restrooms.
• Signs will be posted on District property at which security imaging systems have been installed. Posted signs will read, “WARNING: This facility employs video cameras for security purposes. This equipment may or may not be monitored at any time.”
• Notice of the use of security imaging system will be included in student handbooks and other appropriate employees and community correspondence.
• Individuals requesting to view or copy image data must follow District policies and procedures; the Family Educational Rights and Privacy Act (FERPA); as well as any other applicable laws.

4. Viewing Procedures

• Criminal investigations may result in different viewing procedures being used.
• Routine review of security imaging data will be limited to administrators, designated monitors and law enforcement officers who have a legitimate educational, safety, or security interest. The initial needs-assessment will determine the protocol and frequency of review on a site-specific basis.
• Other viewing requests must be limited to a specific incident or situation giving rise to the proposed disciplinary action.
  1. Requests will be accepted only from: parents/legal guardians, students, affected District personnel, administrators, law enforcement officers, or any person authorized by the Superintendent or designee.
  2. Viewing will be limited to the incident resulting in disciplinary action.
  3. Request for viewing must be made in writing to the Facility Administrator.
  4. To increase the likelihood of image data availability, requests should be made within five (5) school days of the incident or the resulting disciplinary action, whichever is later.
  5. The Facility Administrator will make a decision on the request for viewing within three (3) school days.
  6. Denial of requests to view image data may be appealed to the Superintendent or designee within five (5) school days of the denial.
  7. Image data existing at the time of the request will not be overwritten or erased until resolution of any pending appeal.

*************

LEGAL REFERENCE:
Family Educational Rights and Privacy Act (FERPA)
34 C.F.R. Part 99
IC 18-6701 et. seq.

Adopted: New 7/18/05
Reviewed: 6/20/05
Revised:________________

SECTION 900: BUILDING AND SITES
Public elementary or secondary school buildings and educational facilities, and the area within twenty (20) feet of entrances and exits of such buildings or facilities, are included in the definition of “public place” in the Idaho Clean Outdoor Air Act. Therefore, no person shall use tobacco products in any form in these area, buildings, or facilities.

The district maintains tobacco free buildings and grounds. Use of tobacco will not be allowed in any buildings, grounds, or on any school property, buses, vans, or vehicles that are owned, leased, or controlled by the District. Limitations or prohibitions on tobacco use are applicable to all hours.

Definition
For the purpose of this policy, tobacco use shall be defined as the use of a cigarette, cigar, pipe, smokeless tobacco in any form, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices.

The board of trustees delegates to the superintendent and designees the responsibilities to require any person in apparent violation of this policy to extinguish all lighted tobacco products or stop use of electronic devices. If the person persists, the designee shall require the person to leave the premises. The designee may report violations to law enforcement.

Any violation of this prohibition by employees shall be immediately reported to the building administrator and may result in disciplinary actions up to and including dismissal for repeated offenses.

Students who violate this policy shall be immediately reported to the building administrator and will be disciplined as set forth in the district’s policy on Student Drug, Alcohol and Tobacco Use, policy 551.

NOTICE
Signs shall be posted indicating that the smoking of tobacco products is prohibited in school buildings and educational facilities as well as the area within twenty (20) feet of all entrances and exits of such buildings and facilities. Each sign shall be conspicuous, legible, unobscured, and placed at a height and location easily seen and read by persons entering or within the posted area. Signs may contain information such as the international no smoking symbols and references to the Idaho Clean Outdoor Air Act. Letters on the sign shall be at least one (1) inch in height.
The superintendent or designee may authorize the use of electronic equipment, including, but not limited to, cell phones and laptop computers, owned or leased by the district by an employee. Such equipment will be supplied to employees for the sole purpose of enabling them to better perform their job responsibilities with the district.

Employees shall comply with this policy and any directives provided to them by supervisors regarding the use of the equipment. The equipment is not to be used by the employee for personal use, without knowledge of the supervisor.

Employees shall not use such equipment to engage in any work that is not related to his/her employment with the district, engage in any illegal activities, or violate any district policy.

The employee is responsible for the safeguarding the district’s equipment while in the employee’s possession and/or responsibility. The employee shall immediately (within 24 hours) report to his/her supervisor if the equipment is lost or stolen.

The equipment shall be immediately returned to the supervisor upon request or upon termination of the employee’s employment relationship with the district. The employee is prohibited from allowing any third party to use the equipment.

If it is determined that an employee has misused district equipment, the equipment shall be returned to the supervisor immediately, and the employee may be subject to disciplinary action.

**DISCIPLINARY ACTION**

Any employee who violates this policy shall immediately return the equipment to his/her supervisor. Violation of this policy by the employee may be grounds for disciplinary action, up to and including immediate termination from employment with the district.

*Language in text set forth in italics is optional.*